



## GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT  
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS  
CHILDREN • DEAF & HARD OF HEARING

### *Governor's Office for Children*

Larry Hogan, Governor

Boyd R. Rutherford, Lt. Governor

Jaclin Warner Wiggins, Deputy Director

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Assistant Deputy Director, Governor's Office for Children

Date: March 26, 2019

Re: FY20 Notice of Funding Availability Question and Answer Recap #6

- .....
- 1. If we reference the same attachment in more than one Program/Strategy/Planning page, should we print the attachment for each page? Or can we have a list of attachments and submit one hard copy of each attachment?**  
The complete application for each Local Management Board will be reviewed by the same person, so there is no need to submit multiple copies of an attachment. One is sufficient and should be clearly identified. A list of attachments is not necessary.
  - 2. If we are using the Program/Strategy/Planning Page format provided, should we change the format to 10 point font to match the narrative?**  
Yes. Please use the template provided for the Program/Strategy/Planning page and use 10 point font throughout the page and the other application templates, as applicable.
  - 3. In the templates provided, is it ok to remove the writing prompts for each section? For example, for the Program/Strategy/Planning page, under Need, can I delete "Discuss local data reviewed during the Board's planning process....." Similarly, for the Results page, can I remove other Results and under Prioritized Indicator(s), can I delete "Show the Indicators that have been prioritized....."?**  
Yes, the writing prompts can be deleted from the templates.
  - 4. I have reviewed requirements for the NOFA application and can't find information regarding what is required for the introduction. The previous NOFA application included cover pages, table of contents, board summary, executive summary and a narrative. Is this the standard for the NOFA application or is it not required this year? If not, is the first page of the application the FY20 NOFA Application Summary?**  
There is no required introduction for the FY20 application. There is also no prescribed order for the completed templates that comprise the complete application.

5. Citations from the community plan are necessary to back up each program or strategy. Our community plan is a broad-based, five page document that gives direction to the entire county related to needs and gaps in services looking at the geography and color of poverty. We have thousands of pages of back-up documentation used to create the new community plan, including three needs assessments completed in 2018 that are used for funding and priorities. I'm not sure what should be included here.

In the Need section of the Program/Strategy/Planning page, please discuss the local data reviewed during the Board's planning process that demonstrates the need for the program/strategy/planning. Include one or more excerpts from the Board's community plan, with page number(s) and relevant citation(s) that identify this program/strategy/planning request as a critical need for the community. This can be accomplished in a number of ways, including, but not limited to: referencing the community plan and including it or an excerpt as an attachment, including an excerpt from another large document and citing the source, discussing data or a study in the template and providing the citation for the material, etc. Citations for data obtained through qualitative research methods may include the method of data collection (e.g. focus group), date(s), and location(s).

6. The NOFA states "One (1) extra point will be assigned by the State Review Team to a Program/Strategy page's total average score if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy." Does the 25% match include in-kind dollars?

As stated in the NOFA "Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy."

7. If we would like to expand a program we are funding with our allocation, but request funds that might be available through GOCCP, do we have to complete a separate Program/Strategy/Planning page? Recap #3, question #3 seems to pertain to additional target population and additional interventions. We would not be targeting a new population or a new intervention, but increase the numbers served through extra staff and an additional site and indicate that in the "Target # to be served" section the additional funds being requested through GOCCP and why.

If the expansion request is for funding that may be available through GOCCP, then yes, please complete a separate Program/Strategy/Planning page. You can cut and paste from the original page any relevant information, but be sure to provide details in the expansion request that are specific to the expansion. For example, if you are proposing to serve additional numbers and/or an additional site, please include those details in the page specific to the request for GOCCCP funding.

8. On the revised NOFA Application Summary, it states to prioritize all the programs/strategies. The board voted to continue funding programs from FY19 with the FY20 allocation, which means those four programs are our first priority and then rank any additional programs/strategy through possible GOCCP funding based on priority. Can we rank it this way?

As noted, please rank all programs/strategies/planning requests, regardless of past funding and the FY20 source of funds.

9. Our community plan is in draft format and under revision. However, it has the most recent community feedback about what is needed for children, youth and families. May we cite the draft plan in the Program/Strategy/Planning page, Need Section?

Yes.